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Cc: []
From: CN=Frances MacDonald/OU=R8/O=USEPA/C=US
Sent: Wed 11/14/2012 7:12:00 PM
Subject: Fw: Action requested by Monday, November 19: Complete revision of your items: ORO Chief of Staff Policy Update
Region 8 Policy Update, November 13, 2012.xlsx
2012-1107 revised.xls
(embedded image)

Please look in the 2012-1107 revised attachment under Reg 8 and see if there are any changes at all to you sites. This is the new way of doing the updates for Linda Wolfe and she want correct dates.

Thank-you

Francie
 312-7836

OH--PS need as soon as possible--of course!!

----- Forwarded by Frances MacDonald/R8/USEPA/US on 11/14/2012 12:08 PM -----

From: Linda Wolfe/R8/USEPA/US
To: Alfreda Mitre/R8/USEPA/US@EPA, Bridget Dunlap/R8/USEPA/US@EPA, Callie Videtich/P2/R8/USEPA/US@EPA, Debrah Thomas/R8/USEPA/US@EPA, Eddie Sierra/R8/USEPA/US@EPA, Erin Perkins/RC/R8/USEPA/US@EPA, Howard Cantor/R8/USEPA/US@EPA, Jim Martin/R8/USEPA/US@EPA, Judith Wong/R8/USEPA/US@EPA, Julie DalSoglio/MO/R8/USEPA/US@EPA, kelly.shirley@epa.gov, Kate Fay/R8/USEPA/US@EPA, miullo.nat@epa.gov, Martin Hestmark/R8/USEPA/US@EPA, Melanie Pallman/R8/USEPA/US@EPA, Mike Gaydosh/R8/USEPA/US@EPA, Mike Shanahan/R8/USEPA/US@EPA, Paula Smith/R8/USEPA/US@EPA, Rebecca Perrin/R8/USEPA/US@EPA, Robert Ward/R8/USEPA/US@EPA, Sandy Fells/R8/USEPA/US@EPA, tyler.patti@epa.gov
Cc: Maureen Brennan/R8/USEPA/US, Kathi Flavin/R8/USEPA/US@EPA, Frances MacDonald/R8/USEPA/US@EPA, Linda Wolfe/R8/USEPA/US@EPA
Date: 11/13/2012 02:52 PM
Subject: Action requested by Monday, November 19: Complete revision of your items: ORO Chief of Staff Policy Update

Please edit each of your entries in this report, removing language which is no longer relevant, and adding specific dates if possible (and place dates where she wants them).

Denise is asking for items through April 2013, so please add new ones if you have them (be sure to highlight yellow/red text).

Please see the new specific requirements, below, and look at Denise's attachment for examples.

I have implemented as much as I could our report this week, below.

----- Forwarded by Linda Wolfe/R8/USEPA/US on 11/13/2012 02:37 PM -----

From: ORO

To: Nancy Grantham/R1/USEPA/US, Bonnie Bellow/R2/USEPA/US, Michael McGowan/R2/USEPA/US@EPA, Michael DAndrea/R3/USEPA/US, Brandi Jenkins/R4/USEPA/US, Latoya Miller/R4/USEPA/US@EPA, Anne Rowan/R5/USEPA/US, Peter Cassell/R5/USEPA/US@EPA, Mary Mears/R2/USEPA/US@EPA, Amy Johansen/R3/USEPA/US@EPA, David Gray/R6/USEPA/US, Michael Mccorkhill/R6/USEPA/US, Austin Vela/R6/USEPA/US@EPA, Julia Cacho/R7/USEPA/US, Rich Hood/R7/USEPA/US@EPA, Linda Wolfe/R8/USEPA/US@EPA, Mike Shanahan/R8/USEPA/US, Eddie Sierra/R8/USEPA/US, Kelly Zito/R9/USEPA/US@EPA, Bill Keener/R9/USEPA/US@EPA, Marianne Holsman/R10/USEPA/US@EPA, Kendra Tyler/R10/USEPA/US@EPA,

Cc: Khanna Johnston/DC/USEPA/US, Chad Nitsch/DC/USEPA/US, Chris Zawlocki/DC/USEPA/US@EPA, Elena Richardson/DC/USEPA/US@EPA

Date: 11/09/2012 12:02 PM

Subject: policy calendar

Sent by: Denise Dickenson

Hi Team,

I've done some clean up of the policy calendar. All submissions should now include projects through April. I've fixed the entries so that they are consistent with the requirements of the front office. I ask that you maintain your entries in the same format. I realize that it is challenging to fit some of your projects into the format, but if we don't maintain some type of standard then it is painstaking difficult for ORO to follow/maintain 10 different formats. I've also made comments in red to some entries, so if you can address those comments that would be great.

Here are some overall suggestions to keep in mind when pulling together your submission:

Current status:

Limit your information to include the next major milestone, for those milestones that have passed, feel free to include them in the brief description column.

Final Action/Expected date:

This should be the date of final EPA action. You should also file your entries in the month based on the final action date. If you don't have a final action date, but a timeframe like Fall/Winter, feel free to note the season but the entry should be placed in the month that it is most likely to happen. If your final action date gets changed, move the entry into the month that it will most likely happen.

Brief Description:

Try to limit this to a paragraph. Entries should include, important dates, what EPA's action is/will be, a brief description identifying important aspects of the project or decisions, expected reaction, and any other contextual information. Think Cabinet report entry with some additional context.

Let me know if you have any questions.

Thanks

Denise